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**CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT  
OF PERSONS WITH A DEVELOPMENTAL DISABILITY  
(CCDDB)  
BOARD MEETING**

*Minutes –December 18, 2019*

*Brookens Administrative Center  
Dimit Room  
1776 E. Washington St.  
Urbana, IL*

*8:00 a.m.*

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**MEMBERS PRESENT:** Gail Kennedy, Deb Ruesch, Anne Robin, Sue Suter

**STAFF PRESENT:** Kim Bowdry, Lynn Canfield, Mark Driscoll, Shandra Summerville, Chris Wilson

**OTHERS PRESENT:** Danielle Matthews, Sarah Perry, Patty Walters, Annette Becherer, Heather Levingston, Laura Bennett, Scott Burner, DSC; Becca Obuchowski, Hannah Sheets, Community Choices; Katie Harmon, Regional Planning Commission (RPC); Mel Liong, Jermaine Warren, PACE; Georgiana Schuster, Citizen'

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**CALL TO ORDER:**

Ms. Ruesch called the meeting to order at 8:05 a.m.

**ROLL CALL:**

Roll call was taken and a quorum was present.

**APPROVAL OF AGENDA:**

The agenda was in the packet for review. The agenda was approved.

**CITIZEN INPUT:**

None.

**PRESIDENT’S COMMENTS:**

None.

**EXECUTIVE DIRECTOR’S COMMENTS:**

None.

**APPROVAL OF CCDDDB MINUTES:**

Minutes from November 20, 2019 were included in the Board packet.

**MOTION: Dr. Robin moved to approve the CCDDDB minutes from November 20, 2019. Dr. Kennedy seconded the motion. A voice vote was taken and the motion was passed.**

**NEW BUSINESS:**

**Individual Mini-Grant Award Recommendations:**

A Revised Decision Memorandum was posted online and distributed. With over 200 Champaign County residents enrolled in PUNS and underserved, the CCDDDB created a grant opportunity for those people to identify and request specific assistance to support their needs. This opportunity was made available to people who qualify for but are not receiving a state-waiver service or ongoing CCDDDB or CCMHB funded service, who have a need or preference which can be met by one-time specific assistance, and who are not related to a CCDDDB or CCMHB member or staff person. A NOFA was announced in the News-Gazette, on our application site, and distributed broadly through provider and stakeholder networks and email lists. A total of 56 applications were received by the deadline, with requests totaling \$153,268.30.

Non-review staff found the following applications to be ineligible, and they were not considered by the review committee. The requests total \$22,867.56:

ID #	Requested	Ineligible reason (staff follow-up in parentheses)
1	\$4,470	enrolled in IDHS waiver-funded program
3	\$1,080.78	enrolled in IDHS waiver-funded program
10	\$4,000	not enrolled in PUNS (refer applicant to RPC ISC)
36	\$220	enrolled in DSC Community First program
47	\$3,898.78	enrolled in DSC IFS program
50	unknown	incomplete application
52	\$4,599	not enrolled in PUNS (refer applicant to RPC ISC)
53	\$2,399	not enrolled in PUNS (refer applicant to RPC ISC)
54	\$2,200	not enrolled in PUNS (refer applicant to RPC ISC)

De-identified applications were distributed to review committee members: Sue Suter and Anne Robin, CCDDDB Members; Mark Driscoll and Shandra Summerville, CCDDDB Staff; and Linda Tortorelli, community member/family advocate.

The committee met three times for discussion and forwarded the following recommendations back to non-review staff, for the preparation of this memorandum for full Board review and approval. The review committee asked non-review staff questions about rules, process, and budget. While they did not direct any questions to applicants, several recommendations for CCDDDB staff include follow up with the applicants, which may result in referrals to programs, application for scholarships, or purchase of less expensive options. Attached is a full report from the committee regarding their work, recommendations, and suggestions for future ‘mini-grant’ application processes. The committee’s spreadsheet has been incorporated into the body of this memorandum.

While the total initial amount approved for this individual award process was \$55,640, the CCDDDB discussed, during their November meeting, authorizing a higher total amount due to available funds.

UPDATE: During non-review staff preparation for next steps, four additional applicants were found to be ineligible due to their enrollment in CCDDDB funded long-term supports (FDC, IFS and Service Coordination). These four ineligible applications are marked with an asterisk below. Review Committee Recommendations:

The review committee recommends funding a total of \$62,508.02 of the requests, including some partial and some conditional, as follows:

ID #	Requested	RecommendedToPurchase (staff follow-up in parentheses)
4	\$135	\$300 television
5	\$4,516.17	\$2,500 jacuzzi tub, shower fixture, partial fence (with applicant input); no installation
6	\$4,990.91	\$2,000 basketball court, deck, up to \$300 for Smart TV; no trampoline or X-box
7	\$5,000	\$2,500 service dog; fundraise the balance
8	\$5,000	\$2,000 toward MacBook Pro, fitness membership, iPhone 11 Pro, interview clothes; no CDL training
9	\$154.56	\$155 forearm crutches
11	\$6,598	\$2,000 various musical instruments, lessons
12	\$5,040.52	\$2,000 toward bicycle trailer; (seek camp scholarship)
16	\$5,221	\$5,000 two hearing aids
17	\$2,220	\$2,000 ONLY IF no scholarship, respite weekend & summer camp (Camp New Hope)
18	\$919.99	\$920 laptop and support animal, supplies
*19	\$649.99	\$650 iPad
*20	\$649.99	\$650 iPad
21	\$2,255	\$1,000 clothes, personal hygiene items, up to \$300 for TV; no xbox with subscription, no cable with internet
*22	\$5,000	\$1,000 up to 20 sessions with reading tutor
23	\$2,356	\$1,400 \$650 for iPad; Larkin’s Place, YMCA swim lessons ONLY if scholarship is denied; no CUSR Summer Camp

24	\$1,148.99	\$1,149	laptop, router, orthopedic shoes
25	\$3,500	\$2,250	dental work through Familia Dental; up to \$650 for iPad
26	\$2,877.19	\$1,350	up to \$700 for iPhone, up to \$650 for iPad; no Segway
27	\$4,565.94	\$2,500	toward video equipment and laptop (with applicant input)
28	\$2,577.93	\$1,159	Apple watch, c-pen reader, up to \$650 for iPad; no scale or security camera
29	\$1,062	\$1,062	YMCA membership ONLY IF scholarship is denied
30	\$4,044	\$2,024	\$100 boots, up to \$650 for iPad, \$500 bike, \$325 mattress, \$149 window, up to \$300 for TV; no door, dryer, X-box, food, or rent
31	\$4,627.88	\$2,315	one of two requested car seats (seek family input on options)
32	\$3,254.87	\$1,500	single trike bike; no Terra Trike tandem (seek family input)
33	\$5,000	\$2,500	with request #34, \$5,000 for bathroom remodel materials
34	\$5,000	\$2,500	with request #33, total \$5,000 (above)
35	\$2,174.67	\$1,685	\$519 laptop, \$488 bed w/ desk, \$240 bike, \$240 Planet Fitness membership, \$198 sewing machine/kit; no to hoverboard and driving school due to no documentation (inform family that Marion Joy Hospital will assess person's capacity to drive)
37	\$3,750	\$1,000	cooking class (suggest they consider a less expensive option)
*38	\$5,000	\$2,500	materials for accessible bathroom remodel; no installation
39	\$818.33	\$818.33	laptop, GoTalk9, GoTalk overlay software, Bear Hug vest, Snug earmuffs protectors
40	\$553.15	\$844	up to \$650 for iPad, screen protector, case, TouchChat app
42	\$1,025.98	\$1,025.98	laptop with finger print reader
44	\$4,880	\$1,840	camp, respite weekends; no to speech therapy and Bowflex
45	\$340.71	\$340.71	Kindle Fire tablet with kid-proof case, noise canceling headphones, beanbag chair
46	\$3,322.99	\$2,000	gas and car expenses and lunch while traveling for doctor and therapy, Schwinn bike, computer, clothing, shoes, weight machine, karate school and uniform, dental work (solicit client and family input on purchases and travel expense to be paid with award)
48	\$3,750	\$2,500	materials for accessible bathroom; no installation
49	\$5,000	\$2,000	shower chair, detachable showerhead, reclining beauty chair, blood pressure machine, stethoscope, Zinus Night Therapy Cooling memory foam, weighted blankets, wall padding, keyboard – piano, TV, DVD player, stereo headphones, (solicit client and family input on purchases from items listed to be paid from award)
51	\$6,680.34	\$2,500	fence materials; no installation
55	\$650	\$650	driving lessons (inform family that Marion Joy Hospital will assess person's capacity to drive)

56	\$2,460	\$1,220	afterschool program “Kids Plus” and computer (seek Park District scholarship)
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The review committee recommends denying a total of \$24,507.20 for the following requests:

ID #	Requested	To Purchase (staff follow-up in parentheses)
2	\$3,000	services (refer applicant to relevant provider/s)
13	\$5,000	tuition for National Lewis University
14	\$5,000	day program services from Piatt County provider
15	\$5,000	automobile
41	\$1,273.20	rent and water bill assistance
43	\$5,234	automobile

For those applicants not receiving an award, staff will send a follow-up letter and, where appropriate, provide information about an existing support or program, which may help the applicant meet their stated need.

CCDDB staff will contact those receiving partial or full funding of their request. CCDDB staff and applicant will complete a formal agreement, identify vendor and best value, and meet any conditions (identified above) per CCDDB approval. Conditions such as scholarship application may require case management support. CCDDB staff will complete each purchase and request that the applicant submit a brief report on the impact, 3 months after the purchase has been made.

If, during the negotiation of an agreement or the identification of vendor and best value, we discover that the award cannot be completed as recommended, we will inform the Board and seek further guidance.

**MOTION: Ms. Ruesch moved to approve funding as recommended by the Review Committee and as modified due to findings of ineligibility in the memorandum. Ms. Suter seconded the motion. All members voted aye and the motion was approved.**

**MOTION: Ms. Ruesch moved to authorize the CCDDB Executive Director and Staff to implement the next steps as described in the memorandum. Dr. Kennedy seconded and the motion was passed.**

**Unmet Need and Unspent Funding for Vocational Services:**

A Decision Memorandum was included in the Board packet. Due to the termination of the United Cerebral Palsy Land of Lincoln (UCP-LL) contract for Vocational Services, a total of \$ 42,480 is available for the current contract year.

**MOTION: Ms. Suter moved to approve amending the PY2020 Community Choices Customized Employment contract as described in the memorandum and proposal. Dr. Kennedy seconded. All members voted aye and the motion was passed.**

**MOTION:** Ms. Ruesch moved to approve increasing by the amount of \$ 4,248 to be made available for allocation through the “mini-grant” process as described in the memorandum. Dr. Kennedy seconded. All members voted aye and the motion was approved.

**Chicago Tribune Article:**

A news article of interest was included in the Board packet for information.

**Board Direction:**

No comments.

**Successes and Agency Information:**

Annette Becherer from DSC announced a recent job placement success.

**OLD BUSINESS:**

**Meeting Schedules:**

CCDDB and CCMHB meeting schedules were included in the packet for information only.

**Acronyms:**

A list of commonly used acronyms was included in the packet.

**CCMHB Input:**

None.

**STAFF REPORTS:**

Reports from Lynn Canfield and Kim Bowdry were included in the packet for review.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 8:45 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

*\*Minutes were approved at the 1/22/20 CCDDB meeting.*